



MEETING PLAN

Name:	DRIVES System Letters and Forms Working Group		
Meeting Date:	April 11, 2016	Organizer:	Noelle Peterson
Meeting Time:	10:00 am	Location:	DRIVES Facility, 143 Union, 80228

1. Purpose of Meeting

- Reviewing C.R.S., Rules and procedures to identify requirements for systems letters, forms, and correspondence
- Establishing a library of all system letters, forms, and correspondence of current CSTARS, Counties and DOR items and afterwards for DRIVES
- Standardizing all systems letters, forms, and correspondence for DRIVES

2. Attendance at Meeting

Invited	Position	✓	Invited	Position	✓
Bo Ortiz (Chair)	Pueblo		Libby diZerega	OIT	
Diana Hall	Boulder		Paul Nadeau	OIT	
PJ Taylor	Denver		Dustin Armbrust	DRIVES	
Victoria Gallegos	Arapahoe		Eric Deffenbaugh	DRIVES	
Candace Powers	Routt		Kathleen Schaaf	DRIVES	
Tony Anderson	DOR		Kathy Ware	DOR	
Dylan Ikenouye	DOR				
Noelle Peterson	DOR				

3. Meeting Agenda

1. Meet with DRIVES team to understand DRIVES system requirements
 - a. System generated forms and letters (registration receipts, renewal cards, declaration sheets etc.)
 - b. System capable forms and letters (reject letters, correspondence etc.)
 - c. DR Forms



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4. Meeting Minutes

Meeting Minutes from _____ for approval

- In attendance were:

5. Action Items

1. CSTARS System Generated Letters and Forms – Libby diZerega & Paul Nadeau
2. Procedural Correspondence – Diana Hall & P.J. Taylor
3. C.R.S. and Rules Correspondence – Dylan Ikenouye

6. Next Meeting

Date:	May 10, 2016	Time:	10:00am	Location:	GoToMeeting 1(571)317-3122 356-215-349
Purpose:	<ul style="list-style-type: none">• Reviewing C.R.S., Rules and procedures to identify requirements for systems letters, forms, and correspondence• Establishing a library of all system letters, forms, and correspondence of current CSTARS, Counties and DOR items and afterwards for DRIVES• Standardizing all systems letters, forms, and correspondence for DRIVES				